

Monthly Reconciliation of Financial Institution Account

Month _____
Date Reconciled _____

Checkbook Balance _____

Adjust for items not entered in checkbook

Add: Interest earned _____

Deduct: Financial Institution Charges
(other tan service charges) _____

N.S.F. Checks (List) _____

Adjusted Checkbook Balance \$ _____

Balance per statement from the financial institutions _____

Add: Deposits made but not shown on the statement from the financial institution

Deduct Outstanding Checks:

Check Number	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adjusted Balance (as above) \$ _____

The above data for the monthly
reconciliation is correct.

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Preparer

Date

Custodian

Date